



SUPERIOR COURT OF CALIFORNIA
COUNTY OF RIVERSIDE

INDEPENDENT CONTRACT COURT REPORTER

**CONTRACT
DESCRIPTION
and POSITION
LOCATION:**

Riverside Superior Court is seeking qualified independent contract reporters. The services of independent contract reporters are needed at all court locations in Riverside County. Contract reporters are scheduled based upon the daily needs of the Court.

**SUMMARY OF
WORK:**

Independent contract reporters attend sessions of the Court as assigned; compile a verbatim official record of all courtroom proceedings in machine shorthand; read back previously spoken testimony to judges, counsel, witnesses and jurors; utilize computer-aided or manual transcription to prepare transcripts in accordance with prescribed formats and deadlines; and certify final transcripts. Realtime skills are highly desirable.

**CONTRACT
REQUIREMENTS:**

Possession of a Certified Shorthand Reporter (CSR) certificate issued by the California Department of Consumer Affairs Court Reporter Board. Reporters are responsible for providing their own court reporting and transcription equipment.

HOW TO APPLY:

Interested reporters must submit an Independent [Contract Court Reporter Application](#) with a copy of their current CSR license to one of the Supervising Court Reporters by mail, fax or e-mail. If you are interested in working at more than one location, please indicate that on the form.

**WESTERN
REGION:**

Kathy Chechile, Supervising Court Reporter
Riverside Superior Court, 4100 Main Street, Riverside, CA 92501
Phone: (951) 955-5950 Fax: (951) 955-1091
Kathy.Chechile@riverside.courts.ca.gov or

Toni O'Neill, Supervising Court Reporter
Riverside Superior Court, 4100 Main Street, Riverside, CA 92501
Phone: (951) 955-9376
Toni.ONeill@riverside.courts.ca.gov

**MID-COUNTY
REGION:**

Darla Miller, Supervising Court Reporter
Riverside Superior Court, 30755-D Auld Rd., Murrieta, CA 92563
Phone: (951) 304-5317 Fax: (951) 304-5350
Darla.Miller@riverside.courts.ca.gov

**DESERT
REGION:**

Terri Dickneider, Supervising Court Reporter
Riverside Superior Court, 46200 Oasis Street, Indio, CA 92201
Phone: (760) 863-8384 Fax: (760) 863-8214
Terri.Dickneider@riverside.courts.ca.gov